



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
October 18, 2004

\*\*\*DRAFT\*\*\*

**PRESENT:** LAURA PETRAIN, CHAIRMAN; LEON METHOT, CO-CHAIRMAN; HELEEN KURK, SELECTMAN; DOUGLAS COOK, SELECTMAN; THOMAS REYNOLDS, JR., SELECTMAN.

**TOWN ADMINISTRATOR:** ROBERT CHRISTENSEN  
**RECORDING SECRETARY:** Pam L'Heureux

**GUESTS:** Forrest Esenwine; Ginger Esenwine; Frank Campana; Evelyn Connor, Town Clerk; Charles F. Meaney, Building Inspector, Bob Fryer, Jen Claise; and Matt Esenwine.

**7:00 p.m. Chairman Laura Petrain called the meeting to order.**

**PUBLIC PARTICIPATION** - None

**DEPARTMENT HEAD REPORTS:**

Chip Meaney: Commented on an update regarding the status of the Lindsey Lane fire cistern. Minutes from Chief Richards and Board of Fire Wards meeting of 10/11/04 stated that the cistern has been measured, paved and brought up to specifications at this time and that the Chief feels that the Lindsey Lane Cistern is now complete. Chip was also present as was Mr. Proulx during the inspection of the cistern.

Evelyn Connor: Evelyn stated that she had purchased ten voting shields to accommodate the expected turnout of voters to be set up on tables so that if someone wishes to not wait for a voting booth they have the opportunity to utilize these. Expected voter turnout is expected to be high.

Absentee Ballots are available for anyone who cannot make it to the polls during the designated times can contact the Town Clerk's Office for information on how to obtain one.

Voter registration: Supervisors of the checklist will be at the Weare Town Offices on Saturday October 23<sup>rd</sup> from 11 am to 11:30 am for the State General Election to be held on November 2, 2004. Please be sure to bring two forms of ID which will show your age

and residence address. Anyone who wishes to register can do so at this time or at the Town Clerk's Office during regular business hours before October 23 or can register at the State General Election.

Evelyn commented that between absentee ballots and registering at the polls, there is no excuse for anyone to not vote or say they could not vote.

Polls will be open November 2, 2004 from 7 am to 7 pm at Center Woods School Multi-Purpose Room.

Help for Election Day: Evelyn asked to have Selectmen and police at the polls due to the expected turnout.

### **PUBLIC HEARINGS:**

1) Purpose of hearing public testimony and comment on donation of framed map of Weare to the Town of Weare, est. value \$350.00 donated by: Maria Contessa to be displayed at the Town Office Building.

Motion was made by Chairman Petrain to accept the map; Selectman Methot seconded motion.

VOTE: passed 5-0-0.

Selectman Cook suggested a thank you letter to Maria from the BOS.

2) To receive two grants from Wal-Mart for the Weare Fire Department. The first grant is in the amount of \$1,000 to be put towards the rescue boat and the second grant is in the amount of \$700 to be put toward purchasing 20 ton and 50 ton air bags for rescue vehicle equipment.

Motion by Chairman Petrain to accept grants; Seconded by Selectman Methot.

Vote: passed 5-0-0.

Forrest Esenwine: Commented on replacing the town of Weare map in the lobby outside the town clerk's office and Selectmen's conference room. Selectman Methot commented that he was looking into that and would look into it further to have the existing map in the Town Office Building between the Town Clerk's Office and the Selectman's Conference Room be replaced.

Public Hearings closed at 7:14 by Chairman Laura Petrain.

### **CLARIFICATION OF NEW ENGLAND DISTRICT VILLAGE COMMITTEE:**

Selectman Kurk asked to recap how the committee was originated by planning board with UNH extension to orchestrate steering committee. Selectman Kurk reiterated that the origination of the NEDVC was that the committee was able to put together information and research on the usage of the town common area and that in doing so they

would be heard and recognized by the BOS. The BOS was assured that they as well as any other group or committee that has a stake in this project would be asked to participate and be kept informed on ideas and discussions. This committee is not proposing a historic district or a village district. Selectman Kurk stated that she felt that one of the big issues is that the word “official” was used and that is causing the problem brought up at the 10/4/04 BOS meeting by Brian McDonald. Selectman Kurk made the proposal that the BOS use the word “recognized” instead of official in referring to the NEVDC. To put that into proper perspective.

Selectman Kurk also asked that there was also concern that this recognized group has a page with the names of those working on this committee and the minutes of that committee posted on the official town web site. Since each of the five groups was sponsored by a town body; i.e. the planning board; it seems appropriate for the members and minutes to appear on the town web site. Having those minutes available to the public and especially to the stake holders through the web site is in Selectman Kurk’s opinion an appropriate means of communication and follows the purpose of having the official town web site. She stated she wanted to address that because a number of people had spoken to her and she felt that there comes a time when the BOS should be thinking about exactly what should be on the web site and what is valid and what is not. She felt that the NEVDC is valid and this should be there to improve communication with the town and what is going on and this is a very efficient way of doing that.

Therefore, Selectman Kurk made the suggestion to have the word changed from “Official Committee” to Recognized Committee” and to also have the minutes of the NEVDC posted on the web site for the town citizens to be informed. Chairman Petrain asked if any members of the BOS had any issues with that and no objections were voiced by members of the BOS.

Selectman Kurk stated she would be going to the next NEVDC meeting at the end of the month and she would like to say the same thing that was said here this evening be communicated to the members of the NEVDC.

#### **BUDGET REVIEW DISCUSSION:**

##### **DRA MEETING:**

Chairman Petrain stated that the MS5 was here for signatures and would be passed around the table. That came from the auditor and would go to DRA so that we can move forward and set our tax rate.

She also stated that she had responded to an e-mail from Elayne Pierson today with regard to a date. She did not know if any of the board members were planning on going to attend the tax rate setting. Chairman Petrain suggested Tuesday October 26th.

Selectman Cook asked if the meeting would be held in Weare at the Selectmen’s Office.

Chairman Petrain suggested that they go to Concord to get it done.

Selectman Methot stated he had seen some information going back and forth and DRA will come out to Weare if they come out for other towns. They will not come out just for us. They have not heard from the other towns yet.

Selectman Cook asked if there was a big rush where they needed to do this Tuesday. Chairman Petrain asked who was planning on attending. She stated that she was planning on going and in the past it included any of the BOS members. Selectman Cook stated that he would not be able to make the meeting if it is in Concord. Selectman Reynolds stated it would be more convenient for him in Concord and Selectman Methot stated he could also attend if held in Concord. Chairman Petrain stated that she was trying to get it booked as soon as possible as we are already at the end of October.

Selectman Cook asked if there would be any discussion about overlay and surplus. Chairman Petrain stated that could all be done under this budget discussion.

Selectman Methot commented that when meeting with the Department of Revenue you don't set the final tax rate until after the BOS discusses and goes over any changes they can make; overlay being one of them.

Selectman Cook agreed but added that initially the BOS has had some sort of indication as to what we wanted to do and then it could come back from the Department of Revenue and be ratified. Selectman Cook stated he would be comfortable with overlay remaining where it currently is.

Selectman Reynolds commented that was pretty typical from year-to-year anyway.

Selectman Cook stated he felt that was done based on the assessor's suggestion and was not aware of having received one currently. He stated it was set at \$30,000 now and for the past few years it has not gone over \$10,000. Therefore that is obviously one area that if the BOS wanted to do, they could, it doesn't really amount to much.

Selectman Cook stated that he would like some money come back from the Unreserved Fund depending on what the tax rate is going to be.

Selectman Reynolds asked for the current Unreserved Fund balance Selectman Methot stated that he had asked for the Finance Director to give the BOS a recent copy and it has not been given to the BOS as of yet. Selectman Kurk stated Elaine felt it would be ready for the November 1 meeting. Chairman Petrain noted that as of June 2004 the Unreserved Fund balance was \$1,000,076.

Chairman Petrain asked if Selectman Cook had any comments on what to send back or put toward the tax break. Selectman Cook stated up to \$200,000 to send back depending on how everything transpired; the tax rate and what DRA recommended, General Fund retention, etc.

Selectman Reynolds stated that hypothetically if we came in at just over one million then if we gave \$200,000 back then that would leave the \$800,000. He believed that would put us in the 5-10% range as recommended by DRA. He asked the board if we would be comfortable with a general fund balance of \$800,000. Selectman Kurk asked if this would leave us in the 5% range and Selectman Reynolds stated it is between 7-8% and that he would not want to see the Town get down to 5%.

Selectman Kurk suggested looking at past low months and Selectman Cook stated he had done that and that it was about \$650,000 that they would need to maintain in the fund to keep the town out of a tax anticipation note. He noted that this information was based on a year or two ago. He stated "Don" used to make up charts and graphs where the members of the BOS could easily go back and look at those to see where the town would come up the shortest.

Selectman Kurk felt that was a good guide for knowing where to keep in the fund.

Selectman Cook asked if Selectman Kurk would look into that for the next meeting. Selectman Kurk agreed to do this.

Selectman Cook asked if the meeting on 10/26 would allow the BOS information available for the 11/1 BOS meeting.

Chairman Petrain asked that the BOS agree on the date of Tuesday October 26<sup>th</sup>. The board agreed and asked if we could get the meeting scheduled preferably in the a.m. to accommodate more members of the board to be available to attend.

#### OVERLAYS:

Chairman Petrain asked if everyone was comfortable with the \$30,000 that has been out.

Selectman Methot commented on calculations of the overlay and asked if it was the Dept. of Revenue who changed some of the calculations with overlay and unreserved fund retention. Have they changed the numbers from the unreserved fund balance you are talking \$200,000 or would \$100,000 do in the tax rate difference and what would \$30,000 versus \$50,000 do for the overlay.

Selectman Cook commented that was one number we don't have, which is what the increase in the net assessed evaluation is.

Selectman Methot asked whom we would need to ask. Selectman Cook stated the DRA would have it but that he has not seen anything from our assessing department.

Selectman Methot stated these figures are needed as it makes a big difference in getting a better grip on how much overlay you are putting in and if we are going to take anything out of the surplus.

Selectman Reynolds commented he thought that the DRA could make that calculation for the BOS on Tuesday with different scenarios.

Selectman Kurk asked if Selectman Cook knew what the calculation was and he stated to take whatever dollar amount and divide it by the tax rate figure.

Chairman Petrain added that this is calculated on each article in the budget. However, on the budget you need to make sure you deduct the revenues and the town size and school.

Selectman Cook commented that “Jim” usually likes to know what that figure is too for net assessed evaluation. He likes to know because the BOS tends to use a figure when playing with the budget for next year and he would like to be able to use the same figures so when everybody is talking about budgets, we are all on the same page, noting that would be for the projected one for next year.

Chairman Petrain asked Bob Christensen to touch base with Jim to find out if he has any interest in going as a courtesy.

#### Budget Printout:

The budget printout in the BOS members’ boxes is incorrect from the Finance Dept. A corrected copy is now available but not all members of the BOS have been able to take a look at it as revised.

Selectman Methot stated he was had just received it today and had not had a chance to look through it thoroughly but looking through it and asked that without breaking all of the numbers down, shouldn’t we be between 10-15% left?

Chairman Petrain stated we should have almost 20% depending on what expenses come at the beginning of the year.

Selectman Methot stated that in reviewing this new copy there are a few things that jump out at him such as the \$10,000 in postage.

Selectman Reynolds commented to peruse it department by department. Selectman Methot stated he hopes some of the items he has found are errors.

Chairman Petrain commented that the \$10,000 has not been distributed to every department yet. IT should be getting done but it is not. That would obviously increase the expense in other departments and decrease from the Selectmen’s Office.

Selectman Reynolds commented that it does look like we are running pretty close on the budget overall and if we were to upset a hiccup that would upset the apple cart really bad. He therefore suggested that the BOS keep the spending freeze intact for now. Selectman Methot agreed.

Selectman Cook asked about the spending freeze and asked what the criteria of the spending freeze was as he was not here for that.

Chairman Petrain explained that just the absolute necessities are okay but no overnight conventions and seminars that were paid for previously were not allowed under this freeze without being presented to the BOS for approval. In the past there had been a lot of conventions and seminars that had been paid for previously but anything after the freeze in June were not approved.

Selectman Methot stated that in June things were not really tight but they were about where they should be and when he saw it again in late August some of the lines were starting to run over. It wasn't just a couple of percents here and there it was 30-40%.

Selectman Reynolds asked if that money that from FEMA that we received, was that added to Carl Knapp's budget anywhere.

Chairman Petrain stated one of her issues with these printouts had been presented in a list to Elayne. She stated that when things are not getting charged to separate departments when they should be getting charged to separate departments, those departments do not have a clear picture as far as what their expenses are. For items like insurances, postage, any expenses that are shared, and when there are mistakes, if you were to go through and see mistakes that are in there she feels those should be cleared up as soon as possible. Again, so that these department heads may know that there is an error in this posting because it has a huge amount in it but they are not getting a clear picture of where their budget actually stands.

Selectman Cook commented that it should be up to the department head to make sure that their budget is on line and correct.

Selectman Chairman Petrain stated that she had pointed out mistakes to the Finance Department and they are still in this report. They need to get cleared up as soon as possible. For instance, if a department head asks the Finance Department to correct a line item and then goes forward and orders more supplies and it can skew the figures that the department heads are working with. For instance the postage meter is read quarterly and the amount is not charged back to the individual departments by the Finance Office.

Selectman Cook felt that each department head needs to keep tabs on their budgets and they should know exactly where they are. He commented that Carl Knapp knew where his budget stands.

Chairman Petrian added that the DPW did not have the quantity of postage that the Town Clerk's Office had. She asked Evelyn to comment on this issue.

Evelyn Connor commended that Maureen tried very hard to bring logs of the number of letters sent, the amount of postage used but they only track the big bunches, they don't track the everyday mail. They track the DMV letters, Dog letters, but they do not track

minimal letters daily. When they get to the budget, they will see that she raised her line but if you look at what is showing, it doesn't look like she has spent anything. She commented that Tina's budget is the same way. They both have spent a small fortune in postage but it is not showing in the report just because it is not divided out. She commented that she sat with Bob Christensen today going through her budget and trying to explain why she wanted what she wanted on the postage line and she could show him what she had in large numbers but she didn't have everyday little numbers from the machine. She feels that these issues make a big difference in what the department heads are trying to tally to give the BOS a correct look at what they have for a budget. The same goes for the copier machine. She doesn't believe the numbers were ever erased off the copier from last year so she feels that the figures that the copier is saying for the number of copies used is part of last year's numbers. She knows she has not made that many copies as the machine says she has. Evelyn feels that things need to be looked at monthly so that the department heads have a correct number and they can tally to a point and that is why there is a code for each department in the machine so that it will do it for use.

Selectmen Methot agreed that it isn't critical most of the year but at this time of the year, now when we are trying to hash out budgets for all of the departments.

Selectman Cook stated maybe it should be looked at doing differently instead of trying to do this, have each department budget a certain amount for it and use that, and whatever they don't use they don't use. He felt we did that with insurance, with copying, with other items.

Selectman Methot agreed we do that, it is just that the expenditure is not recorded here.

Chairman Petrain stated that the current method was that codes are used for copying machine and postage machine and that quarterly those figures are supposed to get read out and assigned to the appropriate department. It is a fairly simple process although the postage may take a little longer because of the sheets for the committees. The Finance Department is responsible for doing this. Chairman Petrain stated it shouldn't be anything that is taking several hours a day to do and that it is part of the function of the finance office. They have to make the charges for the departments and it is part of that job.

Selectman Cook stated we had talked in the past about short-handedness in the Finance Office and maybe this is one of those things that can't be done because there is not enough time in the day.

Chairman Petrain commented that we couldn't keep saying that things cannot be done because there is not enough time in the day when they keep checking off things that cannot be done.

Selectman Cook stated that the BOS has not rectified anything for that office. We haven't given that office any more help so when we continually say that things are not



getting done and you recognize that there is a shortage in help and you are not addressing the shortage then it is not fair to call on that department head to keep continually doing these things.

Chairman Petrain stated that minimal errors i.e. salary line items and postings should be up to date and that she would expect that the next time she has a budget worksheet errors have been corrected. . She stated she wanted to feel confident that these line items are correct instead of having to remember back a couple of months ago I asked about something so I know there will be a journal entry for that or another journal entry for something. This is the Finance Office responsibility.

Selectman Cook stated that he agreed that the corrections should be made but the department heads need to inform the Finance Department of any noted errors in their budgets. So that corrections can be made or that postings are made correctly in the first place. He stated for example that if someone works for different departments then their hours should be charged to the correct department. Nobody has told the finance department where the salary is to be taken from. It is a shared responsibility between the department heads and the finance department. Mistakes should be corrected before the next printout or explanation in writing to explain item(s) in question.

Selectman Cook brought up a question of there being a \$14,000 error in one of the run offs. Chairman Petrain stated that was in the audit. Selectman Cook asked if this was a software issue.

Chairman Petrain stated that she does not know that definitively. She stated she spoke with Vachon on Friday and apparently the Finance Office knew about this discrepancy back in July in the first couple days of the audit and to date the accounts payable is still not balanced. They are not getting balanced on a monthly basis. Chairman Petrain commented that she knew that was brought to the BOS attention in the last audit. So that is something totally different. The auditors have it down to a little over \$8,000 now.

Selectman Cook stated that he was told that it was now \$5,000 and that they had been working on it and part of it was supposedly something to do with software.

Chairman Petrain stated that Tammy from Vachon, Clukay & Co., one of the things that she said was that if the BOS authorized her to do it, she could go in and probably have it balanced in a couple of hours but she is relying on the finance office to find the discrepancy.

Selectman Cook stated that would be an extra expense on the part of the BOS.

Chairman Petrain stated it would be about \$90.00 per hour but that whole issue, she was disturbed that the BOS didn't even know about it before the e-mail last week. She stated she did not know but had been asking almost weekly what the status of the audit was and

she stated she either doesn't get a response or will get "we'll check on it" and all this time the finance office hasn't responded.

Selectman Reynolds stated that the BOS should have been give the courtesy to have been notified of audit finding immediately prior to this meeting.

Selectman Cook asked if Chairman Petrain had corrections that had not been resolved. She responded that she would like to have the corrections back in a timely fashion so that when the budget gets printed she would feel comfortable knowing that she did not have to take her list of asked questions and then have to make adjustments for mistakes not corrected. She understands that mistakes happen but if the mistakes were brought to the attention of the finance office then she would like to know that the next printout is correct.

Selectman Cook asked that Elayne Pierson be present for any future Finance Department issues so that she should be able to answer questions and also to defend her department if necessary. It is reasonable to have the Dept head in at the meeting to get this done. He felt that he had questions and nobody on the board could answer for Elayne and in fairness that in talking about Elayne's department that she be here for any future budget discussion.

Selectman Reynolds stated that this was put on the agenda because he requested that the BOS look back at the budget because he was at a Parks & Rec. meeting the other night and they were asking about the spending freeze and he said he would look into it. He said that he sent the e-mail off to see if we could discuss this, get a current print off and, obviously after he sees this tonight he understands where we are and is comfortable with what we are doing over the past several weeks or months

Chairman Petrain commented that Vachon stated that the BOS could go ahead and do the MS5 as is as the discrepancies will not make a difference. But the monthly balancing will be necessary for the future. She stated she knew that the board had this discussion last year.

Selectman Reynolds stated that some of this obviously is how the finance department works. He asked Bob Christensen to make recommendations for any changes in conjunction with Elayne.

Bob Christensen stated that in the 2005 budget right in there will be the floater position that had been previously mentioned to the BOS as an initial step to try to make someone generally available primarily available to the finance Department and then as time allows and depending on how it is funded to generally available to other offices.

Selectman Reynolds stated but realistically we need to have another default solution in case we cannot get that person approved.

Chairman Petrain agreed stating she had briefly talked to Bob about the things that she would like to see looked into with that department would need to make it run smoother whether it be to utilize the time better as well as using software versus manual.

Bob Christensen stated that right along that vein we had just completed the third interview of outsourcing the payroll and it looks like it is going to be in the \$6,000-7,000 mark and if we can put a time cost analysis to that and determine that it is a better way to go then obviously contractual arrangements in the default budget are able to happen if in fact that can be done.

Selectmen Methot, Kurk and Reynolds all stated that they had asked how many hours a week is spent on payroll.

Bob Christensen stated he did not know the answer to that and was planning on doing the cost analysis on what the \$6,000 buys the town in terms of efficiency.

Selectman Cook stated that \$6-8,000 could be well spent on another person to float to other areas as needed rather than outsourcing the payroll.

Selectman Kurk agreed stating they could do more than just payroll in the outsource contractual.

Chairman Petrain stated she would like to get some fresh eyes in there to find out what is taking the time and what is bogging that department down and things that may or may not be able to be done more efficiently so that we are not running into time crunches and things like that. She also stated that the last time Elayne was at the BOS meeting, that if there are things that she is doing for other departments that those department should be doing, then she has to send it right back to them. The things that she should not be doing like coding bills or some of the other things that were brought up by Elayne. It is not Elayne's job to do those things. Those are the jobs of the department heads and they should do them.

#### Parks & Recreation:

Selectman Cook asked about Parks & Rec. voting not to have Halloween party for town children along with another activity due to budget constraints.

Selectman Reynolds stated that was true that the Parks & Rec. had decided to not go ahead with anything that hasn't been pre-arranged because they are not spending the money, as activities are not considered necessities.

Selectman Kurk commented that she understood that they were not doing any Senior Activities either.

Selectman Cook stated that he understood that but that the Parks & Rec. had close to \$5k left in budget but not doing the Halloween party. What are they saving the money for?

To look at their budget, some of the over-runs that they have within the lines he didn't understand their decision on this issue. i.e. telephone bill more than tripled... why?

Selectman Reynolds stated that they added another phone line in the Town Office building so that the new director came on was in doing things up in a little office in the conservation room. He was not sure if they were still doing that or not.

Selectman Kurk thought that the extra line was over at Chase Park.

Selectman Reynolds stated it was but there was an extension here at the Town Office Building. He was not aware that the new line had been added this year and he would look into that more.

Selectman Methot stated that if the second line was not budgeted for then they couldn't just do that.

Selectman Cook stated that the part-time director of Parks & Rec. budgeted \$5,000 and they have \$8622 spent.

Selectman Cook asked that he would like to know the rationale on why some of these things are being done this way.

Selectman Reynolds stated that some of the reasons that the director spent a lot of hours having to do with chase park and some issues that are going on there and the various activities that he had planned and does and that is probably why that line is over the \$5000. Supplies are up and repairs are up.

Selectman Cook stated he understood that there were issues at the park but when you don't have the money, you can't spend it. He added that he didn't know what the Halloween activity costs, maybe it was \$200.

Selectman Reynolds added that the cost was only a couple of hundred dollars for the party but the Parks & Rec. was staying within the directive of the budget freeze and did not plan the Halloween party to stay within the budget freeze.

Selectman Kurk asked that before the issue of the Halloween party be addressed could the board look through the budget and see what other expenses they will have by necessity before 12/31/04. She stated that one could say that they have roughly \$5,000 left but maybe really they don't.

Selectman Cook stated he understood that but the only thing that he could see would be telephone, electricity.

Selectman Reynolds added that the Worker's Compensation hasn't been charged off yet and insurance liability and possibly others. Selectman Kurk asked about rubbish removal from the field but Selectman Reynolds stated that there shouldn't be any more of that

because it is the end of the season for the games there. Chairman Petrain commented that there is roughly \$2700 not posted to the Parks & Rec. budget yet so they don't have that \$5,000 available.

Doug asked who was going to get answers to BOS questions. Bob to look into Finance Dept. staffing and also to ask why there is a second line at Parks & Rec. telephone added this year. ? Salary increased from 9 to 13/hr was not recalculated on default budget thus accounting for over budget. What other activities are blocked out for the remainder of the year. Doug asked Bob C. To go over the budget with the director. Doug would like to see the money back in to have the Halloween party for the town's children. He feels that the small sum of money would not be a major concern. Doug commented that the cost of the added phone line would have more than covered the Halloween Party for the children.

Selectman Kurk also commented asking what is being planned for the seniors in town.

Selectman Reynolds says P&R putting new process into place to budget time and funds for parks and rec.

Bob C. has appointments scheduled with each department head. He said that he has met with Tina and Evelyn and then Carl tomorrow and then Chip and Judy. Budget talks are working well so far. Bob asking for missing narrative pieces for dept heads to justify their requests. Process going fine so far. The Nov 1 compilation request seems doable for draft of original request from dept heads as well as Bob's final cut draft for the BOS to see as per the 10/4 BOS meeting discussing Town Administrator Job Description.

Recommendation forms all went out a couple of weeks ago due to Bob done 10/28. Bob asked all Dept heads to provide any certifications, training done this past year to be incorporated in evaluations as well.

Selectman Methot asked that the Fire Department and Parks & Recreation be included in the evaluation process Chief Richards and Fire Dept Secretary as well as the Director of Parks & Recreation so that the BOS has input on the salary

#### **NEW MIDDLE SCHOOL:**

Dr. Christine Tyrie, Superintendent of SAU 24 presented handouts regarding the 43 acres proposed site to build the new school.

She stated that she had just come from the public hearing and that there were 60 people at first meeting and 40 people at tonight's meeting. She informed the board that the DOE numbers came in and Weare only got 35% reimbursement whereas a couple of years ago Weare was actually at a 42% reimbursement which is the next highest level. We are now down to 30, which is the lowest reimbursement level, and Ed Murdough (sp) said it wasn't necessarily an assessed evaluation for students because that has been going up across the state. It was actually the median family income of Weare, which pushed us into the wealthier half of the towns in the state so the School Board was very

disappointed but it was something that they never really had anyway. They were at 30% before the new law hoping to be in that 40% range but at 30% range now.

Selectman Reynolds asked if the figures presented to the public were based on the 30 or 40%. Dr. Tyrie stated it was based on 40 last week and 30 tonight to show correct information. That information is in the handouts given to the BOS tonight. The packet contains a cost of project proposing on page 9 of the handouts and the tax impact is on page 10. The School Board has been going over these presentations all of the options that they had looked at and why this one appears to be the best balance of cost and capacity and quality. The school board has been answering questions and asked that if the board had any she would be happy to answer those this evening or come back at another time of the members of the BOS would like to review the materials she presented tonight.

The last handout she had for them is really the reason why she was here tonight was a concept plan of what the school would look like on that site. There is a map of the outside and the latest version of the inside. It may be the same as the board has but this shows a little bit of the elevations on that property. Dr. Tyrie stated she had actually walked it several weeks ago and looked at where exactly the school is going to be put. The new school is proposed for about the only flat spot on the property.

Dr. Tyrie called the BOS' attention to map marking wetlands and commented that the school board had contracted through Team Design and Gove Environmental to do a wetlands assessment. They have come back to the School Board and told them that if the building were to be built on the proposed site then there would be 1.4 acres of wetlands that they would need to mitigate. They stated that the school board would have two options for the mitigation: Options one would be to create 1.4 acres of wetlands on that property and actively maintain that. Option two would be to put land on this piece of property into a conservation easement but they would need to do that on a 10:1 ratio with every acre needed to be mitigated they would need to put 10 acres into a conservation easement. The school board is still exploring the feasibility of this site but there is room on the site for at least ten acres to be in a conservation easement and that would be up at the north corner where the elevations are quite steep and change quite a bit as you walk the property. With this in mind, Team Design is suggesting a combination of some of it mitigated by an easement and a small amount of new wetlands created on the property. The School Board needs to submit that plan to State Dept of Environmental Services for their approval. That is where the process is currently. So far they have been able to do all steps as suggested. If the DOE does not give approval then this would not be an appropriate site and then they would obviously not be able to move forward on it. So far every time they have come up against something on the site that they needed to adjust for, the school board has been able to do it. They are still looking but this is the only site in town that is appropriate and available even after an exhausted property search and making contact with abutter of the current site and looking at a piece of property in back of the Center Woods School.

Selectman Reynolds commented that it would really put the school board in a bind if this piece of property did not work

Dr. Tyrie stated that at this point the School board was moving forward and that they do believe that if they took the wetlands then they would be able to mitigate the 1.4 acres.

Selectman Kurk asked if Dr. Tyrie had a cost analysis of what the wetlands mitigation would cost and she said that it was included in the site costs that are listed on the handouts given to the BOS this evening. She stated that they were preparing a contingency right now and money had been set aside for this type of work. She stated that Dan of Team Design felt that there was more than enough set aside and as we find out more about the piece then they would actually be able to reduce that contingency based on real cost analysis. She stated that the site costs are listed on page nine. In the contingency they are also carrying money for any unforeseen costs and as they learn more about the site, Dan believed that they were carrying more than enough on the contingency so that they would actually be able to reduce it. They are still working to get the costs down. Dan is the lead architect for this project.

Selectman Cook asked how many acres there was and Dr. Tyrie stated that it is 43+ acres including the Purington Field on Quaker Street.

Selectman Cook asked if the conservation easement had to be the same parcel and Dr. Tyrie stated no that it could be a separate parcel put to conservation, possibly utilizing Center Woods School wet lands property.

Selectman Cook asked that if they were to mitigate the property and the elevations did not appear to be suitable for building on, they would not be able to expand in the future.

Dr. Tyrie stated they were not looking to expand this existing building proposal due to land constraints. She commented that if this new school should become crowded, we will also have growth at Center Woods as it would be over crowded and when that happens they could look for K-5 solution and looking for K-5 solutions are the less expensive than looking for middle school solutions for extra space. Therefore, should we need additional space then the school board would be looking at pulling fifth grade out of the new school and creating additional space at the middle school in that way. Dr. Tyrie stated she thought it would be the most cost effective and most responsible way to address growth. Yes we need to build a middle school but we should not have to build another middle school during the life of this bond and beyond because if additional capacity was needed, it could be created at the elementary level where it is cheaper to build space for elementary schools and simply keep moving grades out so if enormous growth came to Weare we could make a Center Woods School to accommodate more students and then have the middle school 6-8.

Selectman Cook asked about page 9 cost summary for Route 114 if that was the cost of the land that the school board was anticipating. Dr. Tyrie stated that was the appraisal price of the land. The appraisal was in at \$210,000.

Dr. Tyrie asked the board for some direction of when they would like to meet and talk with her about the new school plan and about the re-appropriation of the land to the school. Dr. Tyrie noted that this would add to the takes because they would have to raise the price of the land immediately and then sell bonds to pay it off over the life of the bond.

Selectman Cook asked if that had to be done as a bond. Dr. Tyrie stated not necessarily, it is another option, they could actually have a separate warrant article and set the price as a one-time cost to the taxpayers.

Chairman Petrain said that it would flip around as revenue anyway.

Selectman Cook added that was the logistics behind the money issue and that it really was not going to cost the town unless the bonds option was done.

Selectman Kurk asked that the 30% would be attainable with this process. She also asked about the Rte 114 site versus the current middle school site. If there could be a cost analysis chart made for both options for people to see so that individuals could see the dollar amounts attached to each option.

Dr. Tyrie stated cost of building is the same regardless of site. The difference of the end-cost is in site cost is about \$400,000 more at Route 114 plus land = \$610,000. To stay on the current site, it would cost for the asbestos abatement \$160k, demolition of old building \$292k. The expense that shocked the school board was the cost of the portable classrooms needed to house students during the construction project. They were looking at eight, double-wide classrooms (68' long x 28' wide, 10 feet apart, have to be ramped, with electricity and plumbing and rental for 18 months \$443k for only half of the student body. With these figures in mind, it will actually cost more to build on the existing site than it would if we were to go with new location.

Selectman Cook asked if there was an estimate of what the tax increase would be with the new school. Dr. Tyrie noted that the tax rate increase was on page 10-11 and would be \$2.98 per \$100k net assessed value burden to tax payers. Dr. Tyrie stated she is sensitive to taxes but the school is a necessity.

Selectman Reynolds stated that there would be additional operating costs for the new building. Dr. Tyrie stated that information was also on the packets that she gave the BOS tonight.

Selectman Cook asked if an analysis based on net assessed evaluation of what? Dr. Tyrie stated it was calculated at \$3.83 but with a 10 million dollar increase each year. She stated that the School Board was trying to be accurate and historically that has been happening. She stated that the analysis was done on a 5% interest rate and if luck they would get a figure lower than that. It was calculated on 18 million for 20 years to figure the tax impact.



Selectman Reynolds commented that the big things he heard is that people just don't want to spend all of this money now and then five years from now say it is not big enough.

Dr. Tyrie stated that she wished she could get out the idea that middle schools are expensive to build as they have lots of different rules and basically programs that elementary schools don't have and that if it were ever filled with 800 students, they would have 800 at Center Woods and they would have class sizes of 40-45. With that said, if and when the growth comes, the school board would address that by elementary as stated above.

Dr. Tyrie stated that she needed to have a letter from BOS signed stating that they authorized Gove Environmental Services to act as agents for the Town to the NH Dept. of Environmental Services, Wetlands Bureau. What GES will do is to present a plan on behalf of the town but cannot do it for the school board as they are not the owners of the property.

Dr. Tyrie also noted that they were looking to swap a piece of land with Mr. Draper to open up the 114 side of the property and giving him a little piece behind the garage in trade for the little triangle piece that would open up the 114 section.

Dr. Tyrie said she would be willing to come back to the BOS if they have any questions regarding the handouts she gave them.

Chairman Petrain asked that Dr. Tyrie contact Bob C. to set up a time to get back to the board with more information and set up meeting time.

## **ADMINISTRATIVE REPORT:**

### **Department Budgets:**

Bob Christensen stated that he has appointments with each of the department heads. He has met with Tina and Evelyn. He will be meeting with Carl on Tuesday and then will meet with Chip and Judy. He is planning on meeting with each of the department heads and going through their budgets and Bob is primarily looking at two things. A) he wants to make sure that they are asking for enough in certain areas and B) he is looking to see if they are asking for too much in certain areas, given the pattern and in both situations that he has worked with so far it has worked out really well. He has asked why he is missing explanations for requests and asked and the department heads have been able to provide it and asked that it be put into the narrative portion of the budget proposal. Bob felt that process was helping because by the time the BOS gets the narrative he will have already asked a lot of the questions that the BOS would have been asking. Additionally they were able to fine-tune the two budgets so far and were in agreement and it wasn't a matter of twisting arms this process is going fine so far. The November 1 anticipation is to bring the compilation of all of that together and original requests in addition to what the department heads and I come up with will be ready to go.

He said he sent the BOS an e-mail in which Bob is amending his suggestion from last week in that he is going to be asking each of the Department heads to come with Bob on a given night to meet with the BOS. Bob felt this was best all around to get immediate answers to what the BOS may be asking in addition to the department heads being there to provide information in the best possible format.

**Evaluations:**

Selectman Methot asked about evaluation and recommendations for any potential increases will also be included in this?

Bob stated that all evaluation forms have all gone out along with copies of a letter that went out. Those are due back from department heads by 10/28/04 so that by that date the departments that Bob is in charge of and then the forms that the BOS have those should be ready to go in terms of that. The numeric amounts to the evaluations will all be done. Bob also asked the department heads to provide any kinds of certifications; any kind of training that has been done this past year and that went out in the memo. Those will be incorporated in the evaluations as well.

Selectman Methot commented that they want to make sure that the Parks & Rec. is not forgotten as well as the Fire Department. Selectman Methot stated he had seen some of the minutes and e-mails that have been squabbling that they are not making enough money. He felt that these need to be presented in the proper forum and not just whine about it referring to Chief Richards and the Fire Department Secretary. He said there were wrangling in the minutes of that the chief feels he is not making enough money. He felt that the Chief needed to make a better case than what is mentioned in the fire department and Board of Fire Wards meeting.

Bob stated that the Board of Fire Wards had one to fill out on Chief Richard and one that the Chief has to fill out for the secretary.

**OTHER BUSINESS:**

**Political Signage:**

Political Sign Policy written and being signed by all members of the BOS this evening.

**Conservation Commission Permission to Trap:**

Update of Conservation Commission letter to approve the permit to trap for Mr. Glenn Dubois. Bob Christensen stated he had called MR. Dubois today and let him know that the BOS would be acting on that this evening. The BOS really hasn't made a motion on that, they were just awaiting input from the Conservation.

Chairman Petrain asked about trap sizing and seasons. Bob C. asked Forrest Esenwine to explain trapping to the board.

Forrest Esenwine commented that Mr. Glenn Dubois is a respectable person; Captain on the Goffstown Police Department and has been a trapper for over 25 years and that he knows the size traps to use and what attract the types of animals he is after. The way the trap is set and baited makes it selective and it is very rare that the wrong animal being taken is very rare. Leg hold trap holds the animal intended and if the wrong animal gets into the trap, the trapper can let it go to set it free. Counter bear trap is humane in that it kills instantly but if wrong animal in it, it would kill. Traps to be checked at least once every 24-hour period to prevent suffrage of the incorrect animal or for the trapped animal to become defenseless prey. Humane concerns govern the law.

Selectman Cook made the motion to authorize the chairperson to sign the permit to trap on town land for Mr. Glenn Dubois. The motion was seconded by Selectman Kurk.  
Vote: Passed 5-0-0.

**Chase Park Gate House:** Ticket booth was struck by a trailered boat and knocked off the foundation this previous Sunday. Two quotes came in around \$3,000 for repairs. State Farm insurance of individual who hit the building. It appears that 100% of cost will be covered by the individual's insurance company. We may have option of rebuilding ground up for the \$3000 versus repair for same amount.

**Carl Knapp:**

Chairman Petrain announced that the BOS received a letter from UNH informing them that Carl Knapp has completed Road Scholar Level II program. Congratulations to Carl Knapp.

**Annual Bon Fire:**

Chairman Petrain stated that the BOS had received a letter from the Fire Dept wanting to use field by old center station for bon fire on October 30<sup>th</sup>. Permission granted by the BOS.

**MANIFESTS:**

Chairman Petrain moved to authorize the BOS to sign manifests and order the treasurer to sign checks dated October 21, 2004. Accounts payable \$271,822.60; Gross payroll 25,238.87 for a total of \$297,61.47. The motion was seconded by Selectman Kurk.  
VOTE: passed 5-0-0

Note: The BOS did sign manifest for checks dated 10/14 for \$309,599.44.  
Gross payroll for \$ 26,379.93 for a total of \$335,979.37.

**APPROVAL OF MINUTES:**

**September 15<sup>th</sup> minutes:**

The minutes are to be amended as requested. Chairman Petrain made the motion to accept the minutes as amended. Selectman Methot seconded the motion.  
VOTE: The motion passed 4-0-1 (Selectman Cook abstained)

**September 20<sup>th</sup> minutes:**

See pencil/pen Changes to pg 5, 9 10 draft copy

Selectman Cook wants his comments from page 3 that the original minutes were found verified in the minutes. He requested that Pam listen to the tapes from that meeting to clarify his comments on p2 of minutes.

Acceptance of these minutes postponed until minutes revised from tapes.

**September 9<sup>th</sup> minutes:**

Chairman Petrain made the motion to approve minutes as written. Motion seconded by Selectman Kurk.

VOTE: passed 5-0-0.

**Non-public of 10/9/04:**

Chairman Petrain made the motion to accept as written. The motion was seconded by Selectman Kurk.

VOTE: Passed 5-0-0.

**NEW BUSINESS:**

Selectman Cook asked if the Zoning Board minutes are going to be up on the website? Bob Christensen commented that they should be and he would look into it.

Selectman Methot commented that in a recent conversation with Don Bourque informed him that there is an old state about fence required around cemeteries. The trustees were commenting that there are drastic repairs needed on some and the fund cannot cover that because it is not the purpose for it. The trustees don't believe there is enough monies in the construction fund or it falls in the lines of the CIP and the wanted to know if they could bring a warrant article up to repair fences.

Selectman Cook stated that this would require further discussion.

Chairman Petrain agreed that this would be discussed at the time of the budget.

Jen Claise from Goffstown News stopped by to introduce herself to the BOS and speak to them about the school issue. The board will be having a couple of non-public sessions this evening and asked that she come back at a later date. She left her business cards with the members.

Chairman Petrain motioned to adjourn the Public session of the meeting and to go to non-public session under RSA 91-A:3II (a) & (c) at 9:24 pm. The motion was seconded by Selectman Kurk.

Roll Call vote: (5-0-0). Selectman Methot – Yes; Selectman Cook - Yes; Selectman Reynolds – Yes; Selectman Kurk – Yes; Chairman Petrain -Yes.

A True Record

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Pamela L'Heureux  
Transcribing Secretary